



**SUPPORTING INFORMATION FOR THE POST OF
Building Surveyor
Planned Maintenance and Repairs**

May 2022

HOUSING AND PROPERTY SERVICES

BUILDING SURVEYOR Planned Maintenance and Repairs

**Grade C2 - £31,895 - £35,336 per annum plus a market supplement of
17.5%
37 hours per week**

Property Services Overview

The Property Services unit within the Housing and Property Division has a significant investment programme over the next 10 years to deliver over £30 million of Capital Improvements to the existing housing stock

This includes an annual programme of planned maintenance and responsive maintenance contracts to the housing stock and non-housing operational buildings.

These projects are delivered by the Planned Maintenance and Repairs Team.

Role overview

As a member of the Repairs and Planned Maintenance team, you will be directly responsible for providing project management, architectural, building surveying and technical services for the Council.

If you are a self-motivated individual with relevant experience of the construction industry, including the preparation of contract documentation, design of detailed drawings, site supervision, budgetary control and the ability to communicate with contractors and clients, we can offer a varied and interesting post in a forward thinking and well-respected local authority.

Specific Tasks:

- To obtain Planning and Building Control advice and relevant permissions as well as Party Wall Agreements where necessary.
- To undertake consultation with tenants during the contract preparation in conjunction with the Tenant Liaison Officer, to ensure the Tenants are fully informed of choices and the nature of the planned work.
- To prepare full production information and obtain tenders either directly or through the Contract and Commissioning team as dictated by the

agreed budget and programme in accordance with Standing Orders for both housing and non-housing projects.

- Project management from inception to completion of projects with values that range up to £3 million, including capital refurbishments to existing housing stock and non-housing projects.
- Deliver projects in line with the Councils policies, project procedures and the Business Plan.
- Provide technical and practical support to the Repairs Team as required.

Specific Expertise:

- Excellent project management experience
- Technical knowledge of construction and projects
- Experience of surveying existing sites and buildings
- Proficient in leading communication with various stakeholders
- Experience of updating and presenting progress reports to management boards
- Preparation of reports for project options and viability
- Experience in the role of Client and Designer under the CDM regulations
- Experience in project cost control

Responsible to: The Repairs and Planned Maintenance Manager

Responsible for: Shared responsibility for the work of the Assistant Building Surveyors, Trainee Building Surveyor, Site inspector and Tenant Liaison Officer when working on projects, under their direction.

Because of the nature of the job, a valid driving licence and full-time use of a car is essential.

To apply for this vacancy, please visit our website www.n-kesteven.gov.uk

Closing Date for the applications is 22 May 2022

Interviews will take place on 1 June 2022

Dear Applicant,

Vacant Post: Building Surveyor – Planned Maintenance and Repairs

Thank you for your interest in the above post.

I enclose an application pack, which includes: application form and Generic Job Profile and main terms and conditions.

Please ensure that you complete all sections of the application form fully. CVs are not accepted. When filling in your application form, please study the generic job profile and advert carefully. If you do not demonstrate on the form that you fulfil the criteria for the position, you are unlikely to be successful in your application.

The closing date for all applications is **22 May 2022**.

The interview date will be **1 June 2022**.

Yours faithfully,

HR Team

POST TITLE: Building Surveyor

Specialist & First-Line Management C2 - Generic Role Profile

JOB PURPOSE:

To support the Manager in leading an efficient and effective service, applying specialist skills that ensure high quality service delivery and professional standards to meet the organisation's priorities and ambitions. To apply strong people management where appropriate in line with North Kesteven District Council's Corporate Values.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Work with service manager to ensure the service is delivered within resource and budgetary restraints
- Maintain an awareness of specialist developments relevant to own area of responsibility and provide professional advice and support to others
- Being responsible for the development of policies to ensure the needs of the service are met as appropriate
- Develop, adapt and consult on policy within the service in line with legislation, best practice and the NK Plan
- Assess, analyse and interpret complex qualitative and quantitative data, identify trends and test solutions to support the resolution of issues
- Review systems and processes in own work area, consider areas for improvement and have the autonomy to revise and implement working practices, systems, equipment or processes
- Develop internal and external networks and investigate best practice in other areas to continue to improve service delivery
- Develop and manage records systems to meet both internal and external requirements
- Determine priorities and allocate resources to meet planned objectives and requirements
- Identify and contribute to resource planning and associated costs of future provision of the service
- Produce and deliver formal reports, briefings and presentations
- Produce and assess a range of complex management information that the Council and managers require to assess organisational performance
- Ensure all legislative and organisational requirements are met within the service
- Work with partners, and gain a good working knowledge of their remits in order to achieve mutual objectives
- Competence in taking clear and consistent decisions in support of the Council's broader objectives
- Capability to operate effectively and with discretion with regard to politically sensitive information and situations
- Oversee projects, ensuring each is delivered to a high standard, on time and within budget
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service

- Monitor and maintain a safe working environment for self and others
- Promote a positive image of the service area and the Council as a whole
- Ensure effective communication with Councillors and team members at all levels
- To lead by example by embracing and living the organisation's values and behaviours
- To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder

KNOWLEDGE, SKILLS & EXPERIENCE

- Either academic/vocational qualifications or in depth work experience in relevant role
- Numeracy, literacy and IT skills
- In depth knowledge of relevant systems/equipment/processes
- Initiative and judgement to resolve problems independently
- Ability to communicate clearly through multiple channels
- Understanding and application of relevant legislation, policies and procedures
- Effective planning and project management skills, with the ability to work to deadlines.
- Pragmatic and solution orientated. Committed to continuous improvement and high standards.
- Experience of negotiation, influencing, building and sustaining relationships in order to achieve results. Interpersonal skills at all levels internally and externally.

for Team Leaders - not required for this post

- Directly line manage colleagues to deliver the service
- Ensure staffing levels are appropriate to meet the service need and customer demand
- Recruit, train, appraise and develop team members - being the first line for the team's performance management
- Monitor performance and take appropriate corrective action to ensure performance levels are consistently met in line with the Competency Framework

OUR COMMITMENT:

NKDC is a people-focused, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including

but not limited to duties defined in the Health and Safety at Work etc. Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

MANDATORY JOB REQUIREMENTS:

- Minimum 5 years relevant experience in general building design, production of drawings, specifications and contract management.
- Experience of computer aided design packages.
- HNC Building or Civil Engineering or equivalent.
- Degree level qualification in a building related discipline or equivalent or in-depth work experience at the same or equivalent level.

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Building Surveyor – Planned Maintenance and Repairs

A copy of the role profile is enclosed

Salary

Grade C2 - £31,895 - £35,336 per annum, plus a market supplement of 17.5%

Hours of Work

This is a full time job – 37 hours. A scheme of flexible working hours is in operation, within prescribed limits.

Allowances

This post attracts an essential car user allowance, at the higher rate.

You will be invited to join our Healthcare scheme.

Holidays

Annual holiday entitlement is 27 days (32 days after 5 years' service), plus a further 8 bank and public days.

Pension

You will be auto enrolled into the pension scheme.

The closing date for applications is **22 May 2022**.

Interviews will be held on **1 June 2022**.